



Welcome to the SD Child and Adult Nutrition Services webinar.
The following training will provide a brief overview for the 1200-series of the Administrative Review, also known as the Professional Standards Module.

PROFESSIONAL STANDARDS

- Professional Standards are set requirements for hiring a Food Service Director, along with annual training requirements for food service staff.



- The purpose of Professional Standards requirements is to ensure that school nutrition personnel involved in the National School Lunch and School Breakfast Program have the knowledge and skills to manage and operate the programs correctly and successfully.

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The Professional Standards are set of requirements for hiring a Food Service Director, along with annual training requirements for food service staff.

The purpose of Professional Standards requirements is to ensure that school nutrition personnel involved in the National School Lunch and School Breakfast Program have the knowledge and skills to manage and operate the programs correctly and successfully.

PROFESSIONAL STANDARDS QUEST: 1200

- What is the LEA student enrollment?
(select one)
 - *Check the appropriate enrollment range*

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Beginning with Question 1200: What is the LEA student enrollment? (select one)

Indicate the Local Education Agency's enrollment. If your enrollment frequently fluctuates, use your October enrollment.

PROFESSIONAL STANDARDS QUEST: 1201

- List the employee **count** for each of the following:
 - **Director:** *the person who plans, administers, implements, monitors, and evaluates all district-wide aspects of school nutrition programs.*
 - **Manager:** *the person who has direct responsibility for the day-to-day operations at one or more schools*
 - **Staff:** *prepare and serve meals, process transactions at point of service, review the free/reduced applications*

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Question 1201 asks you to List the employee **count** for each of the following: directors, managers, and staff.

The Director is the person who plans, administers, implements, monitors, and evaluates all district-wide aspects of school nutrition programs. Schools which utilize the services of a Food Service Management Company would have 2 Directors – one being the FSMC onsite director, and one being the school person overseeing the FSMC work

A Manager is the person who has direct responsibility for the day-to-day operations at one or more schools

The Staff prepare and serve meals, process transactions at point of service, and review the free/reduced applications

PROFESSIONAL STANDARDS QUEST: 1201
CONTINUED

- *A description of each job category can be found in the Guide to Professional Standards for School Nutrition Programs*



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A description of each job category can be found in the Guide to Professional Standards for School Nutrition Programs

PROFESSIONAL STANDARDS QUEST: 1202

- a) Has the SFA hired any new directors on or after July 1, 2015? If no, proceed to Question 1204.



On to Question 1202 part A which says: Has the SFA hired any new directors on or after July 1, 2015? If not, proceed to Question 1204.

PROFESSIONAL STANDARDS QUEST: 1202
CONTINUED

- b) If a new School Nutrition Program Director has been hired, did they meet the hiring standards requirements?
 - *Hiring standards only apply to directors*
 - *Hiring standards can be found in the Guide to Professional Standards for School Nutrition Programs on pages 11 & 12*

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Part B asks If a new School Nutrition Program Director has been hired, did they meet the hiring standards requirements?

Note that Hiring standards only apply to directors

The Hiring standards can be found in the Guide to Professional Standards for School Nutrition Programs on pages 11 & 12

PROFESSIONAL STANDARDS QUEST: 1203

- a. If a new School Nutrition Program Director has been hired, did they complete food safety training within 30 days of being hired?

- b. If yes, proceed to question 1204. If no, was previous food safety certification obtained in the last 5 years? If yes, list the date of certification in comments.

- Report N/A if a new Director was not hired in question 1202

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1203 : If a new School Nutrition Program Director has been hired, did they complete food safety training within 30 days of being hired?

If yes, proceed to question 1204. and please list the date of the certification in the comments.

If no, was a previous food safety certification obtained in the last 5 years?

Report N/A if a new Director was not hired in question 1202

PROFESSIONAL STANDARDS QUEST: 1204

- Did School Nutrition Program Director meet the training requirement?
- If no, after review of the scheduled/planned trainings for the remainder of the school year is the School Nutrition Program Director expected to meet annual training requirements?

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On to Question 1204: Did the School Nutrition Program Director meet the training requirement?

If they did not, is the School Nutrition Program Director expected to meet annual training requirements after review of the scheduled/planned trainings for the remainder of the school year?

PROFESSIONAL STANDARDS QUEST: 1204
CONTINUED

- *List completed training hours and expected/planned training hours in the comments*
- *Training requirements can be found in the Guide to Professional Standards for School Nutrition Programs on page 4*

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Please List completed training hours and expected/planned training hours in the comments

Since training is an annual requirement, the reviewer would look to see that the Food Service Director is on track to meet training requirements.

Training requirements can be found in the Guide to Professional Standards for School Nutrition Programs on page 4

PROFESSIONAL STANDARDS QUEST: 1205

- Did School Nutrition Program Managers, if applicable, meet the training requirements?
- If not, after review of scheduled/planned trainings, trainings for the remainder of the school year is the School Nutrition Program Manager expected to meet the annual training requirements?

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1205 says: Did School Nutrition Program Managers, if applicable, meet the training requirements?

If not, is the School Nutrition Program Manager expected to meet the annual training requirements after a review of scheduled or planned trainings for the remainder of the school year?

PROFESSIONAL STANDARDS QUEST: 1205
CONTINUED

- *List completed training hours and expected/planned training hours in the comments*
- *Training requirements can be found in the Guide to Professional Standards for School Nutrition Programs on page 4*

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Please include a List of completed training hours and expected/planned training hours in the comments

Note that Since training is an annual requirement, the reviewer would look to see that the Food Service Manager is on track to meet training requirements.

Training requirements can be found in the Guide to Professional Standards for School Nutrition Programs on page 4

PROFESSIONAL STANDARDS QUEST: 1206

- Did Full-Time & Part-Time school nutrition staff meet the training requirements, and any staff hired after January 1?
- Staff hired after January 1 must meet at least half of the annual training requirements



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Question 1206: Did the Full-Time & Part-Time school nutrition staff and any staff hired after January 1st meet the training requirements?

Note that Staff hired after January 1 must meet at least half of the annual training requirements

PROFESSIONAL STANDARDS QUEST: 1206
CONTINUED

- If not, after review of scheduled/planned trainings, trainings for the remainder of the school year are School Nutrition staff expected to meet the annual training requirements?
 - *List completed training hours and expected/planned training hours in the comments.*
 - *Training requirements can be found in the Guide to Professional Standards for School Nutrition Programs on page 4*

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If the staff did not meet the annual training requirements, are they expected to meet the annual training requirements after a review of scheduled/planned trainings for the remainder of the school year?

List completed training hours and expected/planned training hours in the comments.

Remember: Since training is an annual requirement, the reviewer would look to see that the Food Service Staff is on track to meet training requirements.

Again, Training requirements can be found in the Guide to Professional Standards for School Nutrition Programs on page 4

PROFESSIONAL STANDARDS QUEST: 1207

- Has the State Agency allowed the SFA flexibility to complete annual training requirements over a 2 year period?
- If yes, list in the comments section, the first school year to which the flexibility was applied.
 - *SD allows this flexibility*
 - *Answer Yes*

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Question 1207 asks if the State Agency has allowed the SFA flexibility to complete annual training requirements over a 2 year period?
If they have, Then list in the comments section the first school year to which the flexibility was applied.

Since SD allows this flexibility, Answer Yes

PROFESSIONAL STANDARDS QUEST: 1208

- Is the SFA tracking training hours on an annual basis? If not, please describe how training hours are being tracked.



- *CANS has provided a training tracker tool on the CANS-SNP webpage*
- *If not using the CANS training tracker tool, what method is being used to track training hours?*

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1208: Is the SFA tracking training hours on an annual basis? If they are not, please describe how training hours are being tracked.

Note that CANS has provided a training tracker tool on the CANS-SNP webpage

If you are not using the CANS training tracker tool, what method is being used to track training hours?

PROFESSIONAL STANDARDS QUEST: 1209

- Did the employees that work outside of the school nutrition program whose responsibilities include duties related to the operation of the school nutrition program receive training applicable to their duties related to the program?

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The last question in this module asks: Did the employees that work outside of the school nutrition program (whose responsibilities include duties related to the operation of the school nutrition program), did they receive training applicable to their duties related to the program?

PROFESSIONAL STANDARDS QUEST: 1209
CONTINUED

- *If yes, list their names and job titles in the comments.*
- *CANS has provided a training tracker tool on the CANS-SNP webpage.*
- *If not using that tool, what method is being used to track training hours?*

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If yes, list their names and job titles in the comments.

CANS has provided a training tracker tool on the CANS-SNP webpage.

If you are not using that tool, what method is being used to track training hours?

CONTACT US!

CANS Office

Email: DOESchoolLunch@state.sd.us

Phone: 605-773-3413

Website: doe.sd.gov/cans/index.aspx

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Thank you for attending this webinar! If you have any questions about this training feel free to contact our office. You can email us at DOESchoolLunch@state.sd.us or give us a call at 605-773-3413, or you can visit our website.

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(2) Fax: (202) 690-7442; or

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